



AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 P-1, San Teodoro, Bunawan, Agusan del Sur 8506
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Annex 8

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
 FOR THE GRANT OF FY 2021 PERFORMANCE-BASED BONUS (PBB)**

Department/Agency: **AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY**

**SYSTEM OF RANKING OF DELIVERY UNITS FOR THE
 FY 2021 PERFORMANCE-BASED BONUS (PBB)**

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|-----|--|--------------------------|--------------|
| 1.0 | ASSCAT shall observe the following criteria in determining and evaluating the annual performance of the different Colleges and Administrative Units on the indicators and percentage allocation specified, to wit: | | |
| | | % Rate Allocation | |
| | Criteria | Faculty | Staff |
| | 1. Contribution to MFO | 25 | 25 |
| | 2. Overall SPMS Rating | 50 | 50 |
| | 3. Compliance to Reportorial Requirements as Units - | | |
| | a. DTR | 10 | 15 |
| | b. Annual, Quarterly and Monthly Reports; and | 5 | 10 |
| | c. Submission of Student Grades | 10 | |
| | TOTAL | 100 | 100 |
| 2.0 | All faculty and staff in the same delivery units will contribute to the over-all rating of their respective Office Performance Commitment Review (OPCR) | | |
| 3.0 | Every College of ASSCAT shall serve as One (1) Delivery Unit except for the College of Arts and Sciences, and the Trento External Student Center that shall be merged to the College of Teacher Education. | | |
| 4.0 | For the General Administration and Support Services, the Finance Delivery Unit shall comprise the following: Accounting, Budget and Cashier. | | |
| 5.0 | The Academic Non-Teaching delivery unit shall be composed of the following offices, namely: Registrar, Library, Veterinary services, Health and Wellness, Agricultural Technologist and the Guidance and Counselling. | | |
| 6.0 | The following are the Ten (10) identified Delivery Units and its component offices, to wit: | | |
| | 1. Office of the Presidents (VPS, Quality Assurance, International Relations Office, CABSO, Planning and HR) | | |
| | 2. College of Teacher Education, College of Arts and Sciences, Trento External Studies Center | | |
| | 3. College of Agriculture | | |
| | 4. College of Engineering and Information Sciences | | |
| | 5. Academic Non-Teaching (Registrar, Library, Veterinary, Health and Wellness, Agricultural Technologist and Guidance and Counselling) | | |
| | 6. Finance (Accounting, Budget and Cashier) | | |
| | 7. Logistics (Supply and Procurement) | | |

ASSCAT at its BEST
Balance | Empowered | Selfless | Trustworthy

Parted:
 2/15/22
 7





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|----------------------|
| 8. Security Services |
| 9. General Services |
| 10. Production |

Prepared by:

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Date: _____

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Date: _____

FERNANDO Y. MARZO, Jr., Ph.D.

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Date: _____

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VP for Academic Affairs and Quality Assurance

Date: _____

JOY C. CAPISTRANO

College President

Date: _____

